

Tuesday, September 13, 2022 (class 6 of 30!!)

Today: Career opportunities cont'd: Resume & Cover Letter Assignment!!

Now: Get a student resume and mark on it: (1) what you like, (2) what could be better, & (3) any questions!

For next class (Th. Sept. 15):

- 1st draft resume due **8am!**
- Quiz #1 at start of class! Para roles & skills, career opp's! (chs. 1 & 2)
- Post "Law in Culture" source on OL by end of day!

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What are a resume and cover letter?!

Résumé = clear and concise summary of one's education and employment history, and relevant experience and skills, to submit to potential employers to apply for a position (and other purposes).

Cover letter = letter to potential employer stating that you are submitting your resume in application for a position, and highlighting your most relevant qualifications.

What makes a good resume?!

A good resume:

- is "positive" → *but* **TRUTHFUL!**
- is free from errors → **PROOFREAD** it!
- is one page if possible → *be* **CONCISE!!**